

## Job Description

<b>Job title:</b>	Student Achievement Coordinator	<b>Contract Type:</b>	Fixed Term Term Time + 2 weeks
<b>Responsible To:</b>	Head of Year	<b>Grade &amp; Spine Point:</b>	PO1
<b>Location:</b>	St Pauls Way Secondary		

### INTRODUCTION

The University Schools Trust (UST) is a unique partnership of six world-leading universities and four sector-leading bodies who are working together to deliver a shared vision of inclusive, high quality and transformational education delivered by schools which are deeply rooted in the communities they serve.

We take a rigorous approach – educating from nursery to university and beyond – to all aspects of our work. Our teaching practice is effective, our students are challenged to achieve their best and we use our resources efficiently. Our values of communication, investigation, participation, networking, scholarship and vision are core to all our work.

As a small, growing and dynamic trust. We are small enough to know and care about the professional development of every single employee, and through our influential trust partners we have increased the scope of our work and the opportunities available to students and our staff.

### OUR VISION

To provide transformational educational opportunities for children across London, setting the agenda for social mobility and sector-wide change.

### MISSION STATEMENT

Our mission at UST is to improve the outcomes of all our pupils by ensuring we train, recruit and retain the highest calibre of staff across our workforce. Our teaching practice will be research led in partnership with our academic Trust sponsors and the evidence collated will influence local, national and international policy. We will share our best practice with others, extending our success and influence. A critical mass of schools will enable a flexible, school-to-school support structure which will ensure a platform to develop school leaders. Leaders at all levels will provide a systematic succession plan for our schools.

### ROLE SUMMARY

1. To support the raising of attainment of all students in the year group.
2. To plan early intervention programmes to ensure all students in the year group make progress.
3. To track the attendance and punctuality of students across the year group providing weekly reports for the YTL and monthly progress reports for the Senior Pastoral Manager.
4. Additional time allocation
  - Year 7 – Transition/Summer School
  - Year 8 – Interventions
  - Year 9 – Interventions/Revision classes
  - Year 10 – Revision classes
  - Year 11 – Science Summer School/GCSE results

- Year 12 – GCSE/AS results, Science Summer School
- Year 13 – AS/A2 results, Science Summer School

## DUTIES AND RESPONSIBILITIES

1. To support tutors to monitor and track attendance and punctuality across the year group
2. To follow up punctuality and attendance issues by liaising with students, parents and the attendance team
3. To provide administrative support to the YTL
4. To set and monitor targets for identified students
5. To complete CAFs as necessary
6. To be the Key Worker for identified students
7. To ensure that attendance and punctuality certificates are produced each half term for identified students
8. To keep records of merits received by all students and to ensure that these records are updated weekly
9. To work with form reps to develop both a year and school ethos
10. To organise and deliver group sessions for vulnerable students and monitor their impact
11. To supervise the dining room and playground each lunch and break time for the year group
12. To be responsible for the allocated Student Support Assistant ensuring that a weekly timetable is in place and regular line management meetings are scheduled
13. To support the YTL in organising day trips and residentials throughout the year to support students personalized programmes
14. To organise and accompany students to offsite To organise special interest events eg coaching partners programme
15. To deliver assemblies and ensure their smooth running
16. To ensure that there is an effective tutor time programme in place and that regular learning walks are completed during tutor time.
17. To support the YTL and form tutors to ensure that planners, uniform and equipment are monitored regularly
18. To attend KS TIGS and to prepare necessary reports
19. To quality assure data for TIG, Parents Evening, Academic Review Day etc
20. To organise meetings with parents, in consultation with YTL, regarding students of concern
21. To monitor students on report and feedback to YTL
22. To liaise with LS regarding student progress and providing students with appropriate work
23. To ensure that students placed in the internal exclusion room have appropriate work set and that completed work is returned to the subject teacher for marking and to organise and attend the reintegration meeting with parents and students.
24. To be on gate duty at the beginning and end of each day
25. To meet with the YTL each morning to identify priorities for the day
26. To lead the weekly YTL morning briefing in the absence of the YTL
27. To attend TAC meetings at the direction of the YTL
28. To coordinate Parents Evening, Academic Review Day and other events.
29. To monitor the provision and attendance at enrichment activities producing half termly reports.
30. To lead the induction and monitoring of new students to the year group, including completing admission interviews
31. To manage and organise a variety of support functions and to be responsible for and ensure that stock provisions are maintained and kept tidy. To provide hospitality for events that may occur before, during and after the school day.

The postholder must demonstrate a flexible approach in the delivery of work. Consequently, the

postholder may be required to perform work not specifically identified in the job profile but which is in line with the general level of scope, grade and responsibilities of the post.

### Training

The postholder will be required to undertake training as required to be effective in carrying out all duties.

### Other

1. To ensure positive relationships are upheld with the school community through effective communication in line with our professional norms
2. To uphold the cultural vision, mission and values of SPW and model the professional norms
3. Demonstrate the ability to be reflective and to respond to feedback to promote own growth and development
4. To ensure safeguarding policy, routines, systems and processes are followed effectively.
5. Ensuring that all duties and responsibilities are discharged in accordance with the school's Health & Safety at Work Policy.
6. Complying with the school's Equal Opportunities and other policies and assisting with their development and promotion within the school.
7. Ensuring comprehensive procedures notes are compiled for key tasks.
8. Any other duties commensurate with the grade of the post.

*This Job Description is not intended to be prescriptive. The needs of the school may change and this could necessitate revision in the future and amendment at any time, following appropriate consultation.*

## JOB DESCRIPTION AGREEMENT

The above job description may be reviewed and/or amended at any time but before this happens you will be given appropriate opportunities to discuss the proposed amendments.

### **EQUAL OPPORTUNITIES STATEMENT**

Adhere to the Trust's Equal Opportunities policies and ensure anti-discriminatory practice within the service area.

### **COMMENSURATE STATEMENT**

Undertake any other reasonable duties commensurate with the grade as determined by the manager.

### **CHILD PROTECTION**

To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the school, the Trust. And the local authority.

### **HEALTH AND SAFETY**

The post holder shall ensure that the duties of the post are undertaken with due regard to the School's Health and Safety Policy and to their personal responsibilities under the provisions of the Health and Safety at work Act 1974 and all other relevant subordinate legislation.

Signed \_\_\_\_\_

Date

Post holder

Signed \_\_\_\_\_

Date

Head of School

## Person Specification

### Student Achievement Coordinator

Knowledge	Essential	Desirable
<ul style="list-style-type: none"> <li>NVQ II or equivalent</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Experience of working in a secondary school environment.</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Excellent IT skills including Word, EXCEL, email and the internet.</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Highly developed organisational skills.</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Experience in the use of electronic data transmission.</li> </ul>	✓	
<ul style="list-style-type: none"> <li>A wide ranging experience of managing a group of staff in a pressurised environment with competing and rapidly changing priorities.</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Experience of co-ordinating and delegating the work of a team.</li> </ul>	✓	

Leadership and Management Framework	Essential	Desirable
<ul style="list-style-type: none"> <li>The ability to work as part of a team.</li> </ul>	✓	
<ul style="list-style-type: none"> <li>The ability to communicate effectively with individuals and groups of students, teachers, parents and other members of staff.</li> </ul>	✓	
<ul style="list-style-type: none"> <li>The ability to establish and maintain effective working relationships with teachers and other members of staff.</li> </ul>	✓	
<ul style="list-style-type: none"> <li>The ability to accept guidance and direction from teachers.</li> </ul>	✓	
<ul style="list-style-type: none"> <li>The ability to keep written records</li> </ul>	✓	
<ul style="list-style-type: none"> <li>A willingness to undertake training to ensure that the roles are effectively carried out.</li> </ul>	✓	
<ul style="list-style-type: none"> <li>A commitment to the LA's Equal Opportunities Policy.</li> </ul>	✓	
<ul style="list-style-type: none"> <li>A commitment to ensuring every student achieves his or her very best.</li> </ul>	✓	

Engaging With Others	Essential	Desirable
<ul style="list-style-type: none"> <li>Excellent interpersonal skills and communication skills to deal with staff, pupils, borough staff, Governors and outside agencies, including the ability to promote the image of the school.</li> </ul>	✓	

<ul style="list-style-type: none"> <li>An understanding of the necessity for maintaining strict confidentiality, where appropriate.</li> </ul>	✓	
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Valuing Diversity	Essential	Desirable
<ul style="list-style-type: none"> <li>A clear understanding of diversity and an awareness of its impact in education</li> </ul>	✓	

Learning Effectively	Essential	Desirable
<ul style="list-style-type: none"> <li>IT literate and willing to undertake further training as required.</li> </ul>	✓	
<ul style="list-style-type: none"> <li>A commitment to continuous professional development.</li> </ul>	✓	

Other	Essential	Desirable
<ul style="list-style-type: none"> <li>This post is subject to an enhanced Disclosure &amp; Barring Service check</li> </ul>	✓	